

Tennessee Department of Corrections
Division of Health Services
Job Description for
Position: Physician
For the State Associate Medical Director
Davidson County
Salary Range \$9817 to \$17671

The State Associate Medical Director is primarily responsible for supporting the Medical Director under the administrative direction of the Medical Director.

The State Associate Medical Director must maintain a current Medical License with the State of Tennessee and board be certified or board eligible in either internal medicine or family medicine. Excellent verbal and written communication skills must be demonstrated. The State Associate Medical Director must possess strong clinical, organizational and leadership skills. The State Associate Medical Director must also encompass certain management skills such as the ability to plan, develop, coordinate, and evaluate the medical and dental services for the Department.

I. CLINICAL MANAGEMENT

1. Reviews the health care provided by all clinical providers and contractors to determine appropriateness of care and directs and initiates any corrective action as necessary.
2. Performs risk management assessments of the care provided by all department providers. Provides formal written feedback to the Medical Director.
3. Investigates and directly resolves issues of inmate medical treatment. When necessary exercises the authority to override medical and utilization management decisions by the medical contractor if such decisions are deemed a risk to the State.
4. Actively reviews, revises and initiates policy drafts regarding clinical care issues.

II. LEADERSHIP & STAFF MANAGEMENT

1. Demonstrates an understanding of Departmental policy and program objectives and clearly understands and communicates those requirements to others.
2. Participation in meetings with staff is always active, and regularly proposes positive suggestions for enhancing operations for the department.
3. Maintains effective working relationships with others by responding promptly and constructively to inquiries or requests of staff, resolving conflicts immediately and collaborating fully with others to meet departmental objectives.
4. Proactive in delegating assignments to staff in an organized manner, and provides necessary oversight to assure that those assignments are completed as assigned.
5. Assigned part-time to DeBerry Special Needs Facility (DSNF). Reports directly to the warden of DeBerry Special Needs Facility as well as the Medical Director while assigned

to the facility. Will serve as the Clinical Supervisor for DSNF medical and mental health leadership.

III. ORAL AND WRITTEN COMMUNICATIONS

1. Written correspondence is always clear and grammatically correct.
2. Information provided in reports is thoroughly reviewed to ensure accuracy.
3. Recommendations or conclusions are logically developed and supported or explained and alternatives noted when possible.
4. Written reports contain all relevant information and are timely, clear, and concise.
5. Verbal communications with the public, field staff, co-workers, and supervisors is always professional, courteous, and positive.

IV. GENERAL RESPONSIBILITIES

1. Confidential materials and information are never disclosed or made accessible to unauthorized personnel/public.
2. Maintains effective and constructive working relationships with others by responding promptly to inquiries or requests, resolving conflicts immediately, and collaborating fully with others to meet departmental objectives.
3. Develops an acceptable work schedule, in conjunction with the TDOC Medical Director that provides suitable availability to members of the Department and persons outside the central office.
4. As directed by the Medical Director meets with the public, professional groups, other state agencies, patients, legal counsel, and advocacy groups as needed.

To Apply: Submit resume to Medical Director, Dr. Kenneth Williams at kenneth.williams@tn.gov or contact 615-253-8210

All resumes must be received on or before January 26, 2015